

POSITION DESCRIPTION	Custodian	BC-1
Town of Needham	Municipal Building Maintenance	6/99

Duties

Under supervision of a Senior Custodian in the Municipal Building Maintenance Department perform a variety of custodial duties of a daily routine nature in support of the maintenance of assigned municipal buildings and adjacent grounds.

Clean assigned area, using designated cleaning products, hand tools, and electrically operated buffers, strippers, waxers, vacuum cleaners, and shampooers as directed and instructed by the Senior Custodian or Supervisor of Custodial Services, or Director of Municipal Building Maintenance. Perform scheduled duties such as sweeping of floors and stairways; washing, waxing and polishing; cleaning and dusting furniture; polishing conference tables and countertops; emptying waste containers and ash trays; and cleaning restrooms.

Sanitize assigned area, following procedures and guidelines set forth by the supervisor and Director of Municipal Building Maintenance; remove trash; clean entrances, stairs, ramps, lawns and sidewalks adjacent to the building; care for lawns and shrubs immediately adjacent to the building; and clear snow and ice from sidewalks, stairs, entrance ramps, etc.

Inspect assigned area and identify maintenance needs and safety hazards; complete related work orders, cleaning supply requisitions, and submit to supervisor; and correct hazardous conditions or notify supervisor of situations.

Restock restroom supplies, such as paper products and soap, in assigned area; deliver supplies to various building locations; and maintain proper storage of all materials.

Provide basic information to the public regarding locations and events in the building.

Set up facilities for meetings; rearrange and clean facilities after meetings.

Provide for routine security of assigned area or facility; check that windows and doors are locked; monitor hallways; may shut off selected equipment and devices and set alarms when leaving facility.

May check gauges and monitors related to operation of boilers and/or other building systems.

Perform other such duties as the Senior Custodian, Supervisor, Principal, Director, and /or Director of Municipal Building Maintenance deem reasonable and appropriate, such as but not limited to moving or assembling furniture, unloading trucks, painting, replacing light bulbs and ceiling tiles, picking up and delivering materials, etc.

May function as the sole custodial staff member assigned to a shift at designated facility, without immediate supervision available from a Senior Building Custodian, and with principal responsibility for monitoring and operating building systems such as heating, air conditioning and alarms.

Provide services at night or on weekends and holidays at the request and direction of the Supervisor of Custodial Services; respond to emergency service calls on a 24-hour basis; perform other related duties as required.

Basic Knowledge

Duties require completion of four years of high school or equivalent.

Experience

Position requires at least three months of prior work experience.

Independent Action

Work is generally proceduralized. Problems not clearly defined are referred to supervisor.

Supervisory Responsibility

None

Physical and Environmental Standards

- Continuous walking, standing, climbing, and frequent periods requiring sustained uncomfortable positions.
- Frequent periods spent bending, stooping and lifting moderately heavy objects, work on ladders, scaffolding, roofs, catwalks and high places as well as in confined spaces such as steam tunnels, crawl spaces, and limited access mechanical rooms.
- Regular and sustained periods of strenuous physical exertion.
- Operation of equipment that causes loud noise level and high vibrations.
- May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials, and the utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.
- Frequent travel between municipal buildings.